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DRAFT: HWH: 26 Jul 66

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DDS&T-3732-66

MEMORANDUM FOR: Director of Special Activities
Director of Special Projects
Director of Foreign Missile and Space Analysis
Center
Director of ELINT
Director of Research and Development
Director of Scientific Intelligence
Director of Computer Services

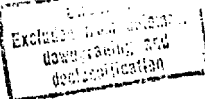
SUBJECT : Proposed Establishment of Project Working Panel

1. The purpose of this memorandum is to propose the establishment of an intra-Directorate working panel to act as an informal project mechanism for reviewing project ideas and proposals prior to their going through the established approval system for signature by the DD/S&T or DDCI. The principal objective of the panel will be to screen project ideas and proposals at their inception to make a working-level intra-Directorate judgement as to their merits in relation to Directorate plans and programs, their overall value in relation to intelligence needs and their estimated costs, and their relationship to projects underway in other offices of the Directorate and in other Agency components.

2. It is proposed that the panel will hold meetings, to be scheduled by the Chairman as often as required, to review project

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proposals and ideas as listed on an Agenda prepared by the Chairman from inputs from the offices. The submitting office will prepare and distribute to working panel members in advance a concise draft statement which will include

- a. a description of the project,
- b. the need for the task, both the intelligence need and the reason, if not self-apparent, for external support, and
- c. the product to be delivered, i.e., a report, hardware, etc.

When the project proposal later goes through the formal project approval system, these statements can be used in writing up the memoranda for the DD/S&T, ~~Logistics~~, and the DDCI in those instances which require the latter's approval.

3. It is not intended, in setting up the project working panel, to inhibit in any way the initiative and imagination which has underlined the very real achievements of this Directorate. The

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panel will serve only as an initial screen to insure that projects have been properly coordinated and studied in relation to our Directorate goals before the DD/S&T is asked to formally approve them. The work of the panel is intended to ease the flow of project proposals through the approval system and avoid the periodic crush of attempting to get year-end proposals approved and signed. Further, it is emphasized that a panel recommendation against a project will not deny the affected office director his right to raise the matter with the R&D Coordinator and the DD/S&T in cases where he considers the panel recommendations not well founded.

4. The panel will consist of the Chief, Plans and Programs, O/DD/S&T as chairman and representatives from DD/S&T offices. The alternate chairman, and regular member, will be the Assistant to the R&D Coordinator. In naming your representatives, you are requested to select senior individuals who can speak authoritatively from a substantive point of view on your office's activities. In this

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connection, it may be desirable to name several alternates so that representation can be matched to the subjects on the agenda at a particular time. On the other hand, office representation will not be required in instances where a particular office clearly is not involved in the matters under discussion.

5. Minutes of panel meetings, with panel recommendations, will be forwarded to each Office Director and to the R&D Coordinator.

6. You are requested to forward your comments on this proposal to the R&D Coordinator by _____.

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